



# Facility Hire Request Form

Please complete the following form to request the hire of our facilities. Once completed, email this form to **bsm@baringassc.eq.edu.au**. Your request will be acknowledged within 3 business days.

Organisation Details	
Organisation Name	
ABN	
Organisation Address	
Contact Person for Organisation	
Position/Title	
Email Address	
Phone Number	

Event Details	
Date of Request for Hire	
Proposed Event Date(s)	
Time of Hire (Start & End)	
Purpose of Event	
Facility/Facilities Required (Please specify the room/ spaces you require)	
Expected Number of Attendees	
Will food or drink be served during the event? Yes / No (Please specify if you require catering or any special arrangements for food and drink)	



Recurring Hire Details (if applicable)	
<b>Is this a recurring hire request?</b> <b>Yes / No</b> <b>If yes, please provide the frequency</b> <b>(e.g., weekly, monthly, etc.):</b>	

**Previous Venue Hire References:**

As part of your hire request, we require contact details for one reference and one letter of support from two previous venues where your organisation has hired facilities.

**1. Contact details for venues where your organisation has previously hired facilities**

Venue Name	
Contact Person	
Phone Number	
Email Address	
Duration of hire	

**2. Letter of support from venue where your organisation has previously hired facilities. This letter should be written by the venue management, on company letterhead and support the reliability of your organisation in facility bookings.**

**Submission Instructions:**

Once you have completed the Hire Request Form, please email this form and your Letter of Support to [bsm@baringassc.eq.edu.au](mailto:bsm@baringassc.eq.edu.au) for review. Your request will be acknowledged within 3 business days.

By submitting this form, you acknowledge that you are requesting to hire our facilities, and the college requires a minimum of two weeks' notice before the requested hire date to review and authorize your request.

Thank you for choosing us for your event!